

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, December 8, 2003 – 5:30 p.m.
Warrenton-Fauquier Airport Conference Room

At 5:30 p.m. a quorum was not present; however, additional members attendance was anticipated. The Chairman of the Airport Committee decided to review agenda items not requiring committee action. The following items were discussed:

Chad Carper, Campbell and Paris Engineers, indicated that the final request for reimbursement for T-hangar II has been requested. The project has been closed out. Mr. Carper also noted that the runway improvement, Schedule I, is 95% complete. GEI has a punch list of miscellaneous items expected to be complete prior to April 2004. Runway improvements, Schedule II, are anticipated to begin May 1, 2004. Mr. Carper also noted that the runway improvements would take approximately five to five and one-half months. During this time, the runway will only be accessible during daylight hours. There will be periodic closure of the runway; however, it will not be long-term closure. AWOS and third T-hangar design and construction are anticipated to begin sometime during the fall of 2004. All funding for the design has been secured.

Tony Hooper, Assistant County Administrator, provided an update on the sewer project at the Airport. Mr. Hooper stated that the permits have been obtained and contracts have been signed for the project; however, weather conditions have prevented the beginning of work.

Mr. Hooper indicated that it has become necessary, due to ongoing Airport construction, to terminate lease agreements with local farmers who are currently using portions of Airport property for their crops. Mr. Hooper will send formal, written notification to persons currently leasing property from the County advising them of termination of lease agreements effective ninety (90) days from date of letter.

Mr. Hooper discussed the upcoming term expiration dates for members of the Airport Committee. Mr. Hooper indicated that since there is an incoming new Board of Supervisors, that the reappointments will most likely not take place until mid-January, at the next regularly scheduled Board of Supervisors meeting. Chairman Van Luven requested that all members of the Airport Committee continue to participate in meetings until reappointments or new appointments have been made. Further, Chairman Van Luven asks that if members are not re-appointed that they be present at the January 2004 Airport Committee meeting.

At approximately 6:00 p.m. additional members of the Airport Committee arrived and a quorum was now present.

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 6:00 p.m. on 8 December 2003 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven
Charles M. Medvitz
Bob Newman

Lee District Representative, Chairman
Scott District Representative
Airport Tenant/Owner

Willis P. Risdon
Arthur Nash

Citizen at Large
Marshall District Representative

County Staff:

Tony Hooper
Billy Jenkins
Michael Anderson
Chrissy Kirby

Assistant County Administrator
Operations and Support Services
Acting Airport Manager
Executive Assistant, County Administration

Staff:

Chad Carper
Ron Gatewood

Campbell and Paris Engineers
Midland Development Corporation

Absent:

Dennis Hunsberger
Raymond E. Graham

Citizen at Large
Fauquier County Board of Supervisors
Cedar Run District
Town of Warrenton
Cedar Run District Representative
Center District Representative

Sparky Lewis
Rick Gerhardt
Kenneth W. Hyde

Visitors:

Tom Silberseipe
Dave Fields
Ross Dillman

2. Adoption of the Agenda:

Willis Risdon moved and Chuck Medvitz seconded a motion to adopt the agenda as presented. The motion was carried unanimously.

3. Citizens' Time:

Chairman Van Luven asked if any visitors wished to speak at this time. Tom Silberseipe questioned procedures relating to incidents that may occur at the Airport. Mr. Silberseipe inquired as to what assistance non-Airport staff could provide if an accident occurred while present at the Airport. Mike Anderson, Airport Manager, indicated that during normal operating hours, there is a County vehicle equipped with a first aid kit, and fire extinguisher, that could be used to gain access to an area in case of emergency. Mr. Anderson further stated that anyone might assist at an accident scene. During normal operating hours, Mr. Anderson will respond immediately to any incidents. If Mr. Anderson is not present at the Airport, staff from Midland Development Corporation, who has been trained in Emergency Medical Services, will respond to the incident. Both Mr. Anderson and Ron Gatewood cautioned those willing to assist, that it is best not to have an overwhelming number of persons present at the scene of the accident. During the course of this discussion, the committee requested that Tony Hooper place incident response on the next Airport committee agenda for discussion. Chuck Medvitz inquired about certain staff and volunteers at the Airport obtain basic first aid and CPR training from local Fire and Rescue companies.

4. Adoption of the Minutes:

Willis Risdon moved and Chuck Medvitz seconded a motion to adopt the October 27, 2003 meeting minutes. The motion was carried unanimously.

5. Finance Committee Report:

Tony Hooper presented the proposed Airport Budget, as attached, to the Committee. Mr. Hooper indicated that the column for FY 2006 is for information purposes only at this time. One of the major differences in the FY 2005 budget in comparison to the FY 2004 budget is the addition of a position to assist the current Airport Manager with building, grounds, and miscellaneous maintenance items at the Airport. Mr. Hooper pointed out that there is an allocation for \$35,000 of State funding for equipment necessary for maintenance. During FY 2005, the roof replacements and T-hangar improvements will continue. Grant funding for the third T-hangar is expected in August 2004 and has been included in the FY 2005 Airport budget. Major runway improvements will begin in the spring of 2004 and continue throughout fiscal year 2005. In addition, the design of the AWOS and final land acquisition of the Humphries property will also take place in fiscal year 2005. In a recent audit of the Airport enterprise fund, it has been noted that there is \$194,000 in the fund balance. The finance subcommittee has reviewed the proposed budget in detail. Mr. Medvitz questioned the blank spaces regarding FBO lease payments. Mr. Hooper responded that at the present time, the FBO is not required to make lease payments; however, this will be reviewed in the future. Mr. Medvitz requested that Mr. Hooper follow-up with Fauquier County's Risk Management office on the requirements for Liability Insurance at the Airport.

There was discussion of the possibility of installing a self-service fuel station. Both Mr. Van Luven and Mr. Carper indicated that during next fall, there are plans to have self-service fuel implemented at the time of construction of the third T-hangar. Bob Newman inquired if the Airport Enterprise had funding for the installation of self-service fuel. Mr. Hooper responded, not at the present time. Mr. Hooper further indicated that in January 2004, members from the Airport committee will be meeting with the Virginia Department of

Aviation and the Federal Aviation Administration to discuss continued improvements at the Airport. Mr. Newman indicated that when members met with the VDOA and FAA, that the Glide Scope should remain a priority in improvements at the Airport.

6. Operations Committee Report:

Bob Newman presented the proposed lease agreement, as attached, for hangars and tie-down spaces. Mr. Newman asked about Paragraph 6 – Real Estate Taxes – that was a new addition from the County Attorney. Mr. Hooper indicated that Fauquier County is responsible for assessing leased property. Mr. Hooper further discussed that the amount of the taxes would be minimal. After thorough discussion, it was suggested that the monthly rental rates, which were recently increased, be decreased by \$2.00 per month, to allow for the payment of the assessed taxes that will be billed annually in May.

Jim Van Luven made a motion, seconded by Willis Risdon to adopt the lease agreement as presented.

Further, Jim Van Luven made a motion, seconded by Willis Risdon to decrease the monthly rental rate for middle hangar units from \$230.00 per month to \$228.00 per month and end hangar units rental rate from \$270.00 per month to \$268.00 per month in order to offset the annual tax payment requirement.

Both motions passed unanimously.

7. Update – Airport Manager:

Mike Anderson, Airport Manager, presented, as attached, an update on snow removal at the Airport. Mr. Anderson indicated that by Friday, December 5, 2003, 2:00 p.m., the runway had been cleared and by 6:00 p.m. on Saturday, December 6, 2003, the entire Airport had been cleared. Mr. Anderson suggested that the runway remain closed until all snow had been removed. After some discussion, it was decided that Mr. Anderson, working closely with Midland Development Corporation, would make every effort to keep the runway cleared and open.

Mr. Anderson indicated that a Security Audit of the Airport was conducted on November 21, 2003 and a report from the Fauquier County Sheriff's Office was received on November 26, 2003. The Audit was necessary to qualify for State funding. The Security Program has been completed and will be forwarded to the State. In addition, a grant application will be submitted for reimbursement of staff time for completion of the Security Program.

Mr. Anderson presented, as attached, a proposal for possible uses of "unused land" at the Airport. The proposal was for static/functional testing of helicopters. It is proposed that the testing will be during normal operating hours only and will be non-intrusive. Mr. Anderson, along with Mr. Hooper, will continue investigation into the proposal to be sure that the County's best interest is taken into consideration.

8. Roundtable:

Jim Van Luven presented a recommendation to the Committee for consideration of presenting Tony Hooper with a letter of commendation, a monetary award of \$300.00 and two days off for his continued outstanding efforts in working with Airport projects and funding. After brief discussion, Chuck Medvitz made a motion to amend the recommendation that the award is consistent with Fauquier County policies and that the payment of \$300.00 is made from the Airport Enterprise fund. Bob Newman seconded the motion. The motion passed unanimously.

Ron Gatewood requested that during the January 2004 meeting of the Airport Committee, an update is provided on the wash rack and the ILS on RW-32. Mr. Gatewood invited all committee members to attend Midland Development Corporation's open house scheduled for December 27, 2003 from 11:00 a.m. to 2:00 p.m. at the Airport. Mr. Gatewood indicated that all Airport tenants, customers, and staff have been invited.

Mr. Van Luven stated that the next Airport Committee meeting would be January 26, 2003.

With no further business the meeting adjourned at 7:20 p.m.